



ATTACHMENT A SERVICE TO PROVIDE SOUND AND LIGHTING SYSTEM AND RELATED PRODUCTION SERVICES

SCOPE

The City of Rockville is soliciting competitive quotes to provide sound and lighting systems and production services for three (3) stages for its "Hometown Holidays" festival to be held on Saturday, May 24, 2014 through Sunday, May 25, 2014.

BACKGROUND INFORMATION

"Hometown Holidays" is the City of Rockville's largest annual festival. The three-day outdoor event attracts over 50,000 to Rockville's Town Center. Activities include stage concerts, the "Taste of Rockville" featuring food from local restaurants, kids activities, and a parade. This year's festival is placed in a town center atmosphere including retail, restaurants, and residents and the City shall have final say in sound and lighting levels.

COMPETITION INTENDED

It is the City's intent that this solicitation permits competition. It shall be the bidders responsibility to advise the City's Purchasing Division, telephone (240) 314-8430 if any language requirements or specifications restrict or limit competition. Such notification must be received by the City Purchasing Division not later than seven (7) calendar days prior to the due date.

EVENT TIMELINES

Beach Stage:

<u>Set Time</u>	<u>Saturday</u>	<u>Sunday</u>
02:00 P.M. to 03:30 P.M.	The Shack Band	High Five
04:00 P.M. to 05:30 P.M.	Jah Works	Kelly Bell Band
06:30 P.M. to 08:00 P.M.	Green River Ordinance	Lionize
08:30 P.M. to 10:00 P.M.	Brothers Osborne	John Brown's Body

Hungerford's Tavern Stage:

<u>Set Time</u>	<u>Saturday</u>	<u>Sunday</u>
02:00 P.M. to 03:30 P.M.	Mike Surratt & the Continentals	Hillbilly Gypsies
04:00 P.M. to 05:30 P.M.	Throwing Wrenches	Ted Garber
06:00 P.M. to 07:30 P.M.	Honor by August	Neulore
08:00 P.M. to 09:30 P.M.	B Side Shuffle	Fighting Jamesons

Maryland Avenue Stage:

<u>Set Time</u>	<u>Saturday</u>	<u>Sunday</u>
02:30 P.M. to 04:00 P.M.	Elenowen	DC Casineros
04:30 P.M. to 06:00 P.M.	The Morrison Brothers Band	Lloyd Dobler Effect
06:30 P.M. to 08:00 P.M.	US Royalty	American Aquarium
08:30 P.M. to 10:00 P.M.	La Unica	The Nighthawks

Note: All times are Eastern Rockville Time.

Note: Contractor must secure equipment on Saturday, May 24 for overnight.

RAIN DATE

There is no rain date for the event.

SYSTEM REQUIREMENTS AND SETUP – GENERAL

The City requires sound, lighting and productions services that meet the exact or acceptable equivalent as required by the technical specifications from each engaged performing act. The audio systems are to be properly sized for festival stages at these venues and to provide coverage and be of a professional quality. The City requires experienced competent operators/audio/lighting engineers to be present at all stage venues at all performance times to operate the provided equipment. The following is a list of required equipment and setup requirements:

Note: Twenty (20) cable ramps are to be provided, at no additional cost, for City use during the event.

BEACH STAGE:

The Beach Stage will be a SL250 provided by the City. Power will be via Onsite generators (1 generator for Lighting 1 for Audio). Front of house mix position will be provided and tented approximately seventy five feet (75') from the downstage edge of the stage. Audio/Lighting can have access to the stage beginning at 6:30 A.M. (Eastern) on Saturday, May 24, 2014. Audio and Lighting system shall be operational by 11:00 A.M. (Eastern) on May 24, 2014 before the first musical performance.

AUDIO-**2 Digital Audio Mixing Consoles Consisting Of:**

- Yamaha M7CL48, PM5D or approved equivalent. For Monitors from side of stage and for Front of house mix.
- Console must be fully functioning with all cables and power supplies.
- External CD player and FM tuner (to play Sponsored radio station between sets)
- Adequate external Equalization and outboard processing to meet artists specifications.

1 High Quality Speaker System With Flown Line Array Consisting Of:

- 16 boxes (8 per side) EAW KF730 or better or approved equivalent.
- 8 EAW SM1000 Subs or better or approved equivalent.
- All associated motors, rigging, and control
- All associated cables
- PA must be able to clearly reproduce 110db (A weighted SPL at mix position)
- Unequaled frequency response must be +/- 3db, 50hz-18000hz
- 4 Front fill 2 way speakers EAW JF series, Meyer or approved equivalent
- Appropriately sized amplification for entire speaker system- Lab Gruppen amplifiers with Lake processing or approved equivalent

1 Monitor, Microphone, Cable Package Consisting of:

- 10 Matching stage monitor wedges. (LF15" HF 2") bi amped /2 way in 10 separate mixes. EAW, Meyer or comparable
- 1 Double 15" powered sub for use as drum fills
- 1 Two way drum fill monitor
- Appropriately sized amplification for all monitors in system- Lab Gruppen amplifiers or approved equivalent.
- All wired microphones to meet artist's specifications or approved replacements
- All pro level microphone stands to meet artists specification
- 4 Shure Professional level wireless microphones – UHF wireless HH or approved replacement
- All stage cables, cords, snakes, patching necessary to integrate system and meet artist's specifications
- Com System to include stations for Front of House, Monitors, and backstage Production Manager (from City)
- Power distribution from provided Cam power (5 wire 3 phase run provided from Generator Company) to all audio amplifiers, mixers, audio equipment, and stage power distribution for artists use.
- 1 8'x8' carpeted drum platform 1' tall
- Crew labor for load in and setup and strike
- Audio engineers for Front of house and Monitor mix

LIGHTING-

- 48 ETC Source 4 Par cans mounted on 4 par bars of 6 fixtures each (24 upstage and 24 downstage) or equivalent approved replacement. All pars to be pre-gelled with Purple, Red, Blue, and Amber or to meet artist's specifications.
- 6 ETC Source 4 Ellipsoidal fixtures from Downstage truss to serve as artists "specials"
- 2 8bank audience blinders
- 2 36channel 2.4k dimmers. ETC Sensor or comparable replacement
- 2 Trusses 12"x12" 30' long Flown for upstage and downstage lighting positions
- 4 motors to fly trusses. CM ¼ ton (low trims so 1 ton motors not acceptable)
- All cabling, rigging, power distribution needed to interface and patch rig
- 1 Lighting Console ETC Express or equivalent
- Crew Labor for load in, setup, and strike
- Lighting Director for all performances

HUNGERFORDS TAVERN STAGE:

The Stage (24' X 16 X 6") is located at the rear of a 40' X 140' tent. Stage is flanked by provided wrapped scaffolds. Speaker positions stacked inside of scaffolds to bring them off the ground. Mix position at edge of the tent is approximately 30' from DS stage edge. All cable run to FOH to be run overhead or in cable ramps (audio vendor to provide). Monitors are mixed front of house. Audio/Lighting can have access to the stage any time after 4:00 A.M. (Eastern) on Saturday, May 24, 2014. The audio and lighting system shall be operational by 12:00 P.M. (Eastern) on May, 24, 2014 before the first musical performance.

AUDIO-

1 Digital Audio Mixing Console Consisting Of:

- Yamaha LS9-32, M7CL-32 or approved equivalent
- Console must be fully functioning with all cables and power supplies.
- External CD player and FM tuner (to play Sponsored radio station between sets)
- Adequate external Equalization and outboard processing to meet artists specifications.

1 High Quality Speaker System Stacked Consisting Of:

- 6 boxes (3 per side) EAW KF730 or better or approved equivalent.
- 4 EAW SB 730 (2 per side) Subs or better or approved equivalent.
- All associated cables
- PA must be able to clearly reproduce 110db (A weighted SPL at mix position)
- Appropriately sized amplification for entire speaker system- Lab Gruppen amplifiers with EAW UX8800 processor or approved equivalent

1 Monitor, Microphone, Cable Package Consisting Of:

- 6 Matching stage monitor wedges. (LF15" HF 2") 2 way in 6 separate mixes. EAW, Meyer or comparable
- 1 Two way drum fill monitor speaker
- Appropriately sized amplification for all monitors in system- Lab Gruppen amplifiers or approved equivalent.
- All wired microphones to meet artist's specifications or approved replacements
- All pro level microphone stands to meet artists specification
- 2 Shure Professional level wireless microphones – UHF wireless HH or approved replacement
- All stage cables, cords, snakes, patching necessary to integrate system and meet artist's specifications
- Power distribution from provided Cam power (5 wire 3 phase run provided from Generator Company) to all audio amplifiers, mixers, audio equipment, and stage power distribution for artists use.
- Crew labor for load in and setup and strike
- Audio engineer

LIGHTING-

- 12 Chauvet LED Par COLORado Quad Tour.
- 1 Lighting Console Lightronics 5024 or equivalent
- All cabling, rigging (to tent poles) , power distribution needed to interface and patch rig
- Crew Labor for load in, setup, and strike
- Lighting Director for all performances from 1 hr. prior to sunset until end of shows

MARYLAND AVENUE STAGE:

Located on Maryland Avenue, the Stage is 24' X 20' X 2' and is tented. Mix position on ground level off center of the tent is approximately 60' from DS stage edge. FOH mix position is under a provided 10' X 10' tent. All cable run to FOH must be in cable ramps and provided by contractor. Monitors are mixed front of house. Audio/Lighting can have access to the stage any time after 6:00 A.M. (Eastern) on Saturday, May 24, 2014. The audio and lighting system shall be operational by 11:00 A.M. (Eastern) on May 24, 2014 before the first musical performance. This lighting system is to provide stage lighting under the tent, a dance area directly in front of the stage as well as tree lighting on the street.

AUDIO-

1 Digital Audio Mixing Console Consisting Of:

- Yamaha LS9-32, M7CL-32 or approved equivalent
- Console must be fully functioning with all cables and power supplies.
- External CD player and FM tuner (to play Sponsored radio station between sets)
- Adequate external Equalization and outboard processing to meet artists specifications.

1 High Quality Speaker System Stacked Consisting Of:

- 6 boxes (3 per side) EAW KF730 or better or approved equivalent.
- 4 EAW SB 730 (2 per side) Subs or better or approved equivalent.
- 2 Bil Jax 4x4 x 16" high decks for speaker risers
- All associated cables
- PA must be able to clearly reproduce 110db (A weighted SPL at mix position)
- Appropriately sized amplification for entire speaker system- Lab Gruppen amplifiers with EAW UX8800 processor or approved equivalent

1 Monitor, Microphone, Cable Package Consisting Of:

- 6 Matching stage monitor wedges. (LF15" HF 2") 2 way in 6 separate mixes. EAW, Meyer or comparable
- 1 Two way drum fill monitor speaker
- Appropriately sized amplification for all monitors in system- Lab Gruppen amplifiers or approved equivalent.
- All wired microphones to meet artist's specifications or approved replacements
- All pro level microphone stands to meet artists specification
- 2 Shure Professional level wireless microphones – UHF wireless HH or approved replacement
- All stage cables, cords, snakes, patching necessary to integrate system and meet artist's specifications
- Power distribution from provided Cam power (5 wire 3 phase run provided from Generator Company) to all audio amplifiers, mixers, audio equipment, and stage power distribution for artists use.
- Crew labor for load in and setup and strike
- Audio engineer

LIGHTING-

- 12 Chauvet LED Par COLORado Quad Tour. Or approved equivalent
- 1 Lighting Console Lightronics 5024 or equivalent
- Crew Labor for load in, setup, and strike
- Lighting Director for all performances from 1 hr. prior to sunset until end of shows (10pm both nights)
- 4 ETC Source 4 Ellipsoidal fixtures from Downstage lift or tower
- Remote DMX Dimmers for ETC Source 4 Ellipsoids
- 2 Lifts or towers to serve as DS lighting positions. Must be self-supporting
- All cabling, rigging, power distribution needed to interface and patch rig
- 24 TRX Colorblast LED fixtures for tree/ ambient lighting with associated ground support, cabling and poles as needed.

DESCRIPTIVE LITERATURE REQUIRED

Respondents are required to furnish with their quote, descriptive literature and detailed specifications for each item offered. Failure to provide this information may result in the disqualification of your quote.

ORAL INTERPRETATIONS TO QUESTIONS

All technical questions pertaining to the specifications and/or equipment, or the finding of any discrepancy in or omission from the specification shall be directed to Colleen McQuitty, Special Events Manager via telephone at 240-314-8606. Verbal explanations or instructions given by a City employee to the respondent will not be binding by the City unless confirmed in the form of a written addendum.

Information given, in response to a request, may be furnished to all potential respondents in the form of an addendum to the Request for Quote if such information is deemed necessary for the preparation of quotes, or if the lack of such information would be detrimental to potential respondents. Addendums, when issued

by the Purchasing Division will be considered as being binding on the City. Requests for information must be received within seven (7) calendar days of the due date.

REMOVAL

As a convenience, the City of Rockville will provide security between 10:00 P.M. (Eastern) on Saturday, May 24, 2014 and 8:00 A.M. (Eastern) on Sunday, May 25, 2014. This convenience shall in no way be construed to relieve the Contractor of any storage responsibilities, or any liability for the Contractor's equipment on behalf of the City or any third party providing the security.

Contractor must secure equipment for overnight. Take any equipment that may walk overnight.

All equipment must be removed from the site immediately following the last performances, with the site cleared by 2:00 A.M. (Eastern) on Monday, May 26, 2014.

CONTRACTOR RESPONSIBILITIES

Contractor shall provide for employees and public safety at all times.

If unavoidable delay is expected or encountered in arrival (e.g. – traffic, accident, etc.), the Contractor shall immediately notify the City so that appropriate schedule changes and announcements can be made.

Contractor shall perform this contract as an independent contractor and shall not be considered an agent of the City of Rockville, nor shall any employees or agents of the contractor be considered an agent of the City.

The Contractor shall be responsible for damage to the City of Rockville's, the general public's, or any other third party event service provider's equipment and/or property by its work, negligence in work, and/or its personnel equipment. The Contractor shall be responsible and liable for the safety; injury and health of its working personnel while its employees are performing the service.

The Contractor shall provide all labor and equipment necessary to perform this work. All employees of the Contractor shall be no less than 18 years of age, and shall be experienced in the type of work performed. No visitors, wives, husbands or children of the Contractor's employees will be allowed in the work area during the course of this work, unless they are bonafide employees of the Contractor, the City of Rockville or one of the performing acts.

The Contractor's employees provided to perform this service, shall be fluent in the English language.

The City of Rockville is committed to maintaining an alcohol and drug free workplace. Possession, use or being under the influence of alcohol or controlled substances by Contractor's employees while in the performance of this service is prohibited. Violation of this requirement shall constitute grounds for termination of this contract. In addition, Contractor employees shall observe the City's and Montgomery County, Maryland smoking policies.

It is the intent of the City of Rockville to purchase goods, equipment, and services having the least adverse environmental impact, within the constraints of statutory purchasing requirements, departmental needs, availability, and sound economical considerations. Suggested changes and environmental enhancements for possible inclusion in future revisions of this specification are encouraged.

The services provided under these specifications shall be performed using the latest methods and practices in current use, by the industry.

All equipment, items and services not specifically mentioned which are necessary for this service to be performed, or which are normally furnished, as standard, shall be provided by the Contractor. All equipment, items and services shall conform and be used in accordance to the accepted Standard of the Industry.

SAFETY AND CLEANLINESS

Contractor shall provide for a neat, clean, and safe environment at all times during all work, as determined by the City of Rockville. All vehicles, trailers, and other equipment must be in proper working order and a neat, clean appearance, as determined by the City of Rockville.

Employees of contractor shall be of neat appearance and conduct themselves in a professional manner while working for the City of Rockville, as determined by the City of Rockville. Whenever the contractor leaves a location, that location shall be clean, safe, and free of any tools and other materials related the work, as determined by the City of Rockville.

Any applicable manuals, including operating and preventative maintenance instructions, shall accompany equipment and be made available to the City upon request during the course of this work. Warnings and safety precautions shall be clearly indicated. Safety plaques or decals shall be affixed at any hazardous area, in accordance with industry standards and government regulations.

The City of Rockville reserves the right to control lighting and sound volume and to take any action which, in its discretion, is necessary to preserve order before, during, or following this type of an event.

REPAIRS

MINOR REPAIRS: The City may assist the Contractor with minor repairs as necessary in order to maintain equipment during the event. Minor repairs are defined as repairs requiring no parts, or when purchase of parts does not exceed \$25.00 for any one repair. In such an instance, any labor will be furnished by the City.

MAJOR REPAIRS: The Contractor shall assume the cost of all major repairs to the equipment except those resulting from willful negligence by the City only, damage resulting from fire, theft, vandalism and/or acts of God are the responsibility of the Contractor. Major repairs are defined, as those not covered in the paragraph above.

INSURANCE

The successful contractor must obtain and keep in force and effect during the term of the contract insurance coverage as specified within the Request for Quote, to include endorsements where applicable.

The City of Rockville does not carry insurance on equipment for this type of an event. If the Contractor does not wish to personally assume the risk of loss or damage, insurance against such loss or damage should be purchased at the Contractor's expense, and included in the quoted price. The City of Rockville will not pay deductibles or other costs associated with a Contractor's loss.

TRAVEL & PER-DIEM

Any and all costs associated with travel related expenses (e.g. – airfare, meals, mileage, lodging, per-diem, etc.) are the responsibility of the Contractor and should be factored into the price of the quote.

REFERENCES

Respondents are to provide with their quote, on the attached form provided by the City three (3) references for similar services they have provided within the last five (5) years and the last two (2) contracts completed by the respondent. Failure to provide references with the quote may be cause for determining a respondent non-responsive. Respondents who do not have the required experience may not be considered for award.

ASSIGNMENTS

Neither this contract nor any interest therein nor claim there under shall be assigned or transferred by the contractor except as expressly authorized in writing by the City and no contract shall be made by the contractor with any other part for furnishing any of the products or services herein contracted for with the written approval of the City.

CANCELLATION

This contract is subject to cancellation by the City of Rockville only, without penalty, either in whole or in part with twenty-four (24) notice, up to ten (10) calendar days prior to the date of the event.

INVOICING

Invoices shall be submitted upon completion of the event and shall include a detailed breakdown of all charges. The City will pay all such invoices promptly unless any items thereon are in question, in which event payment will be withheld pending verification of the amount claimed and the validity of the claim. The City of Rockville does not pay deposits or any other form of advances partial payment for this type of service.

COMPLIANCE

This contract shall be performed in accordance with contract specifications. The City of Rockville will decide all questions, which may arise as to the quality or acceptability of service performed and the manner of performance, the interpretation of the specifications and the acceptable fulfillment of the contract on the part of the Contractor.



ATTACHMENT B
PRICING INFORMATION FOR UNFORESEEN NEEDS

The City has made a good faith effort to describe and specify all of the services that will be required. Charges for any additional services, which have not been considered shall be included in the total price of the job, as well as, specified and itemized below, otherwise the charges shall become the responsibility of the Contractor.

NOTE: This page shall be returned with the quote. Failure to return this page with the quote may result in disqualification.

<u>DESCRIPTION OF CHARGE</u>	<u>PRICING</u>
1. Other Charges: Specify _____	_____
2. Other Charges: Specify _____	_____
3. Other Charges: Specify _____	_____
4. Other Charges: Specify _____	_____
5. Other Charges: Specify _____	_____

ADDITIONAL INFORMATION

Provide any additional information you wish to bring to the City's attention with regard to this quote, the individuals who will be performing the services, or the bidder's overall qualifications.

Respondent's Name: _____

Date: _____

ATTACHMENT C**REFERENCES**

The respondent shall be a competent and experienced contractor with an established reputation within the community. The respondent shall have performed similar work for a minimum period of five (5) years. He shall furnish a representative list of three (3) projects involving work as specified, as well as, the last two (2) contracts completed. The respondent shall have adequate technically qualified personnel employed within his organization to perform all phases of contract requirements. Ability to meet the foregoing experience requirements shall be considered by the City in determining the responsibility of the respondent. Failure to submit the required information with the Request for Quote may be cause for rejection of the Quote.

The City may make such investigation, as it deems necessary to determine the ability of the respondent to furnish the services and the respondent shall furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any quotes if the evidence submitted by or investigation of such respondent fails to satisfy the City that such respondent is properly qualified to carry out the obligations of the contract and deliver the service herein.

LIST OF THREE (3) PROJECTS INVOLVING WORK AS SPECIFIED:

1. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

2. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

3. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

Respondent's Name: _____

Date: _____

ATTACHMENT C - CONTINUED

LAST TWO (2) CONTRACTS COMPLETED:

4. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____
5. Company Name: _____
 Address: _____
 Contact Person: _____ Phone: _____
 Contract Value: _____
 Description: _____

Respondent's Name: _____

Date: _____